

PD-29587

**PD Information**

PD Number	000M567	Master	<input type="checkbox"/>
Position Title	HR Specialist (Recruitment & Placement)	Cloned from Master	<input checked="" type="checkbox"/>
Servicing HR Office	Central Office	Standard	Regional
Service/Staff Office/Region		Owner	Charlotte Watson
PD Status	Active	Series	0201
Pay Plan	GS	Supervisory Status	Non-supervisory (8)
Grade	13	FPL	13
Position Status	Competitive Service (1)	FLSA	Exempt
I/A	Yes	Competitive Level	N001
Position Sensitivity	Non-sensitive (1)	Financial Statement	OGE-450
Drug Test	Position does not require drug test (L)	Occupational Category Code	Administrative (A)
Public Trust Indicator	Level 5 - Moderate Risk (5)	Keywords	Cybersecurity Data Element Code 00
Legacy - Classified By		Capstone Official	<input type="checkbox"/>
Classified By	Charlotte Watson	Classified On	10/27/2014
Vacancy Announcement Number		Job Analysis Attachment	<input checked="" type="checkbox"/>

**Description****Description**

**Risk level:** Non-sensitive, Moderate Risk, MBI, Tier 5, requiring Investigation Form SF-85P per NCC determination on 9/14/2015. The Public Trust Indicator was updated from "Low" to "Moderate" to reflect the new designation.

**This position description is designated with a Cybersecurity Data Element Code 00, based on requirements in the Special Cybersecurity Workforce Project, OPM Memorandum dated 7/8/13. (National Classification Center- 8-6-2015)**

**Position Description # M567**

**Date Classified: 10-27-14**

**National Classification Center 11-13-14 Moderate Public Trust Level  
Nonsensitive**

**Human Resources Specialist (Recruitment & Placement), GS-201-13**

**Introduction:**

**The position is located in a Human Resources Service Center. The employee serves as a Senior Human Resources Specialist reporting to the Employment Services Branch Chief.**

**The employee is responsible for providing expert technical advice, guidance, and consultation in the areas of recruitment and placement. In this capacity, the employee exercises responsibility for a variety of the most complex recruitment and placement activities performed by the organization. The employee is responsible for providing advice and guidance to management, employees, and lower grade human resources specialists regarding the full range of activities. Typically, primary work assignments require the development and application of new or significantly revised program methods and approaches, with the employee's conclusions, recommendations, or determinations oftentimes result in revised operating procedures. The work requires extended specialized or administrative training and experience and involves resolving matters of considerable consequence. Additionally, the employee participates in various agency-wide studies and reviews, and significantly contributes to the development of HR operational policy on a variety of diverse and complex issues.**

**MAJOR DUTIES:**

**Serves as a senior technical expert with responsibility for developing innovative programs, guidelines, and procedures for all related programs. The employee participates significantly in, and makes contributions to, management decisions and will serve as a lead role in researching and proposing innovative changes in procedures or approaches in solving the most complex or sensitive problems, and recommending preventative programs that enhance the program, productivity and morale.**

**Plans and carries out studies of major areas in Human Resources management with a view towards the development of significant improvements in policy, procedures or techniques. Develops and explores alternative solutions and prepares reports recommending action to be taken, including all necessary staff work to implement the recommendation, if approved. This includes such things as operational plans, supporting instructions, correspondence, etc.**

**Keeps abreast of proposed major policies and regulations to determine their potential effects on current GSA recruitment and placement policies and programs. Reports conclusions with recommendations, where necessary, as to what should be GSA's viewpoints on such proposals, changes which may have to be made to GSA policies and programs if proposals are adopted, or the alternatives that can be advanced to modify or change the impact on GSA's policies and programs.**

**Develops or significantly contributes to the development of agency-wide policy on diverse and highly complex recruitment and placement issues. The employee uses staffing expertise to develop innovative solutions to unique human resources problems within the GSA.**

**Operates as a senior human resources specialist and consultant in the recruitment and placement area. In support or in conjunction with other human resources specialists within the agency, the employee leads and/or participates in studies of national significance or of outstanding importance to the agency's recruitment and placement program. Provides technical expertise to all levels of GSA personnel and is called upon to review and/or assess problematic or potentially controversial situations which are either out of the ordinary, unique or otherwise unusual in nature. Manages and/or accomplishes the most complex work assignments in the area of personnel staffing, which involves extremely difficult or complicated projects, which regularly require the identification and resolution of precedent-setting and/or highly controversial operational problems. As a technical expert, as requested, the employee is called to serve on interagency panels on a variety of subject matters concerned with recruitment and placement.**

**As a senior Human Resources Specialist, employee provides administrative and technical guidance and advice to managers, supervisors, and employees in the service center, and on occasion, throughout the GSA on a variety of recruitment and placement issues. In this capacity, assesses highly sensitive human resources situations involving hiring practices, application of the Code of Federal Regulations or candidate selection/qualifications assessments; serves as an authority on merit promotion competitive hiring procedures, exceptions to the competitive process, and prohibited personnel practices under recruitment and staffing, and issues pertaining to Delegated Examining Unit (DEU). Recruits for a wide range of positions, including a significant component of highly technical, professional and/or administrative jobs up to the GS-15 grade level; and provides detailed advice and direction to managers on recruiting techniques and avenues which ensure a wide and diverse applicant pool.**

**Analyzes specific recruitment problems, diagnoses the cause of conditions found and recommends appropriate short and/or long range course of action. Meets with and counsels top management for the purpose of providing and assisting managers and supervisors in the proper placement of employees in order to maintain an effective workforce.**

**Provides training and instruction on a wide range of recruitment and placement topics to individual supervisors at all levels on HR procedures, including regulations and policies, in order for them to effectively discharge their delegated human resource management authorities.**

**Makes comprehensive technical recommendations regarding the recruitment and placement program in terms of program operations, evaluation and development in support to the Service Center Director and Deputy Director and branch chiefs, and contributes significantly to key programmatic decisions. Serves as an HR account manager to management officials on a diverse range of issues and projects, and works to resolve significant, controversial and/or otherwise highly sensitive situations.**

**Maintains contact with regional and Central Office management officials**

for the purpose of exchanging current data regarding program activities and proposed changes in policies and goals and may provide input, advice or direction in the development of or implementation of new program responsibilities.

Provides advice and guidance to management with regards to organizational staffing needs including the most complex staffing issues such as filling high graded supervisory, professional, technical or administrative positions. Situations encountered require the ability to evaluate management's needs and offer creative solutions and alternatives that are consistent with policy and regulatory requirements. Employee partners with subject-matter experts to identify recruiting sources to attract diverse highly qualified candidates. Serves as an expert on hiring flexibilities and the full range of competitive and noncompetitive appointment authorities. Employee is required to have a knowledge of various recruiting sources including a variety of Office of Personnel Management registers, utilization of state agencies and other sources.

Implements a variety of programs, integral to the success of the recruitment program, including the GSA Merit Promotion Plan; internal placement and development programs, Veterans programs, etc., and ensures compliance with affirmative action plans and initiatives for under-represented groups including women, minorities and the disabled. Posts vacancy announcements. develops job analysis worksheets and crediting plans to assess applicant's qualifications. Evaluates applications with respect to knowledge, skills, abilities, experience and education to determine if all qualification requirements are met. Prepares referral list of qualified candidates. Counsels managers and supervisors during selection process advising on the rules and regulations governing selection. Ensures proper security clearances have been authorized by the GSA Security staff prior to extending job offer to selectees.

Ensures pay is set in accordance with Title 5 CFR and agency pay policies. Provides guidance to management on superior qualifications/special needs appointments, annual leave service credit, recruitment, relocation, and retention incentives, retained grade/pay, highest previous rate pay provisions, and the full scope of available recruitment incentives and pay policies, regulations, delegated approving officials..

Works with management on refining and/or developing recruitment/placement criteria in order to recruit for hard-to-fill highly technical, professional and/or specialized positions in areas where a shortage of qualified personnel exists. Develops recruitment tools and relationships with organizations such as technical and business schools, universities and colleges; state and local employment offices, business and civic associations, organizations dealing with the disabled and veterans, women-owned and minority organizations. May represent GSA at special recruitment outreach events to discuss employment opportunities.

Counsels management on recruitment issues regarding major reorganization, furloughs, transfer of function, potential reduction in force, etc.. Conducts reductions in force. Determines retreat and other rights

**based on review of qualifications of employee. Advises management and associates on technical aspects of reduction in force regulations and procedures, and their rights under such regulations. Serves as a resource in providing technical advice and services under the agency career transition program.**

**Identifies and validates current organization structures within agency-wide human resources information systems to establish staffing plan baselines. Assists organizations in effecting work transitions based on competency model and skill set shifts in the workforce required to meet business line mission requirements for products and/or services. Exercises responsibility for a myriad of the most complex recruitment and placement issues, questions, and problems and troubleshoots difficult situations.**

**Provides guidance to lower level specialists on difficult, unique, and/or complex situations.**

**Prior to forwarding RPAs to the OHRM Consolidated Processing Center, the employee ensures Requests for Personnel Actions (RPAs) are accurately coded with the appropriate nature of action code, legal authorities, and remarks as noted in OPM's Guide to Processing Personnel Actions. Communicates Government-wide and GSA personnel management goals, policies, and practices in a clear, effective, and efficient manner to all managers, supervisors, employees, and employee groups. Conducts strategic recruitment conversation with hiring official and provides advice on the use of various hiring flexibilities to staff critical positions, ranking procedures, and assessment instruments. Works with the designated subject-matter expert to develop sound job analysis. Provides information to the hiring official on the full range of OPM competitive, non-competitive and excepted service appointment authorities. Adapts HR goals, policies and practices to the specific needs of the customer organization. Assists in the delivery of personnel related courses. Develops courses on an as needed basis.**

**Maintains knowledge of the latest development and improvements in the field of human resources, recruitment and placement both within and outside the Federal Government, determining their applicability to GSA policies and programs.**

**Performs other duties, as assigned.**

**Factor 1, Knowledge Required by the position points**

**FL 1-8 1550**

**Mastery of recruitment and placement activities to apply experimental theories and new developments to problems not susceptible to treatment by accepted methods, and to make decisions or recommendations significantly changing, interpreting, or developing important nationwide policies or programs.**

**In-depth knowledge of manpower management principles and techniques, including affirmative action and special emphasis programs, how they relate to recruitment/placement processes, and how they impact**

**management decisions concerning organizational structures and full utilization of employee skills.**

**Expert knowledge of the various federal appointment authorities, including its governing laws, regulations, methodologies and/or policies, in order to provide sound and authoritative management guidance and/or technical advice on all issues related to designated operational responsibilities.**

**Comprehensive analytical skill to apply a wide range of qualitative and/or quantitative methods for assessing and improving program effectiveness. Skill in developing and conducting training, briefings, and communicating with a broad spectrum of internal and external personnel.**

**Expert skill in the researching, interpreting and applying federal HR rules, regulations, policies and directives to a variety of recruitment and placement issues.**

**Skill in planning and developing studies and reports. Ability to prepare complex written documents (evaluation reports, decision papers, memoranda, etc.).**

**Ability to work effectively as a team member, build team cohesiveness, reach consensus and achieve organizational and team goals.**

**Knowledge of various special emphasis programs.**

**Ability to prepare vacancy announcements and post them to GSA jobs.**

**Ability to use automated IT systems to process and maintain information about personnel actions.**

**In depth knowledge of federal merit promotion and competitive examining (i.e., delegated examining) procedures and regulations.**

**Expert knowledge of pay administration policies and regulations to make determinations for pay setting pay actions (change to lower grade, retained grade/pay, promotions, highest previous rate, etc.).**

**Extensive skill in written and oral communications required to provide technical advice and assistance and to present sensitive recommendations to all levels of management; to ascertain the needs of customer organizations; to obtain compliance with established policies and requirements; and/or otherwise articulate technically complex policies and requirements.**

**Factor 2, Supervisory Controls**

**FL 2-4 450 points**

**The employee plans and schedules work independently adapting general policy instructions to the specific needs of the work assignments. The employee, having developed expertise in recruitment, placement , and selection, is responsible for planning and carrying out assignments; resolving most of the conflicts that arise; coordinating the work with**

others as necessary and interpreting policy on own initiative in terms of established objectives. In some assignments, the employee also determines the approach to be taken and the methodology to be used. The employee keeps the supervisor informed of decisions rendered on unusual or unprecedented administrative and technical matters and on new developments. The work is reviewed and assessed for quality and soundness of judgment, impact of work results, and effectiveness of technical advice and guidance.

**Factor 3, Guidelines**

**FL 3-4 450 points**

The guidelines include GSA policies, procedures and other internal directives, Federal personnel laws, rules and regulations including the Code of Federal Regulations, OPM Qualifications Standards and Guides, Guide to Processing Personnel Actions, Vet Guide, etc. Guidelines are often not directly applicable, are often inadequate, and precedents are obscure or inapplicable. The employee must use ingenuity and originality to adopt procedures and practices to a wide variety of problems and to develop and/or suggest new methods and procedures.

**Factor 4, Complexity**

**FL 4-5 325 points**

Typically, the assignments require extensive and in-depth analysis of the policies, practices and programs that affect recruitment, placement, and selection; coupled with an ability to recognize and accommodate management needs while working within the framework of accepted personnel policy and federal regulations. Problems dealt with are complex since the basic source of problems may be difficult to identify and solutions may require development of new information. Typically, the work requires a high degree of technical competence and insight combined with persuasiveness serving as the primary tool for developing management support for a satisfactory solution. The employee exercises creativity, originality, and experienced judgment in approach, methodology, and interpretation when dealing with the problem or issue at hand.

**Factor 5, Scope and Effect FL 5-4 225 points**

The work deals with comprehensive human resources management programs pertaining to recruitment and placement. As such, the work impacts all employees in all occupations and organizational levels within GSA as well as other Federal agencies and outside private institutions.

**Factors 6 & 7 Personal Contacts & Purpose of Contacts FL 3c 180 points**

Personal contacts are with employees, top level management officials, supervisors/managers at various levels of GSA, officials at OPM and other Federal agencies, representatives of private organizations, colleges, universities, etc.

The purpose of these contacts are to gather factual information, solve problems, present pertinent policy and program initiatives, to seek maximum understanding, acceptance and support for human resources programs and to keep abreast of the latest developments in personnel and related areas. The purpose of contacts is to influence and persuade

**managers to accept and implement findings and recommendations. The employee may encounter resistance due to organizational conflict, competing objectives or limited resources, and must be skillful in approaching the individuals and organizations contacted to obtain the desired results.**

**Factors 8 &9 Physical Demands & Work Environment FLs 8-1 & 9-1 10 points**

**The work is sedentary and performed in an office setting.**

**Total points: 3190**

**GS-13 Point Range: 3155-3600**

**Final grade is based on the application of the OPM Job Family Position Classification Standard for Administrative Work in the Human Resources Group, GS-0200, dated December 2000.**

**Final Classification Determination:**

**Human Resources Specialist (Recruitment & Placement), GS-0201-13.**

**FLSA - Administrative Exemption**

**Met - Primary duty consistent with 5 CFR 551 (e.g.; non-manual work directly related to the management or general business operations of the employer or its customers), AND**

**Met - Job duties require exercise of discretion & independent judgment.**

**Met - 5 CFR 551.206(k) criteria (human resources employees who formulate, interpret, or implement human resources management policies).**

**FLSA = Exempt**